

## **Annual Report**

**Jan. 1, 2005**

**SAMPLES of NEW work ( not done before) are given with dates and groups/individuals**

### **INFORMATION MANAGEMENT**

**\* (ISI's) Web of Science, EN, & ESI training arranged (x2), html promoted, WS funded (1-10/04 NCDC/JJB-Miami NOAA/LP); trained secretaries on bibliographic parts request (1/04 NCDC-RL)**

**\*Co-ordinated w/AMS & ISI for new AMS manuscript template for EN/Word; also got updated AMS style template and corrected NOAA CL connection file (9/04 NOAA, SW,JJB)**

**\*Completed change to no-cost circulation system & administrative reports (6-7/04 NCDC)**

**\*Surveyed many working scientists; accepted good ideas, e.g., journal display set up for 5<sup>th</sup> floor scientists (4-7/04 ScSD, RSAD, CDMP, CSB)**

### **PUBLIC SERVICE**

**\*Bibliography finally publicly available (3/04) ALL 2003 citations linked or scanned w/any free public links; in addition the scanning project was complete of older papers when authors submitted them (2-4/04 NCDC) ALL 2004 citations have additional links for paid subscriber access (10/04 NCDC). Inserted special html code for diacritical markings where browsers/printers misinterpret data because re-saves lose data (10/04). Sending FY and CY reports to DD and quarterly reports to ScSD; all these with public link to NOAA PA also validating and sending to the web farm for public access prior to quarterly reports (10/04 DD-SL, ScSD-DE, NOAA PA-JL) Began reporting PDF/txt/html files for bibliography = 258 (3/04); Added RCC citations/linked to RCC bib (6/04 NCDC-TO); Downloaded and began using HTML validator (4/04 webmaster)**

**\*Promoted, co-ordinated, discovered NCDC availability, and cataloged, following up for renewal through EBSCO the Safari online library purchase (5-10/04 NCDC-NL/KT)**

**\*Provided 2 public PCs & laptop for circulation/catalog/internet access 5-10/04 NCDC-JR)**

**\*Working w/Doty Data Services for old data/ILL/CDMP (8-9/04 CDMP-JE/SD); located/researched failed-to-find university contractor missed (7/04 CDMP-MS)**

### **AGENCY MISSION**

**\*Nominated Outstanding Team of the Year, Excellence in Public Service (4/04 RSAD)**

**\*Proffered/working w/Hayley Tritel to help relieve retrieval problems w/CSD's office collection (8/12/04 CSD-PS); cataloged (as a temporary/semi-archival service for CRN) their documentation web pages and stored printed copies in the library (7/04 CRN-DR)**

**\*Persuaded Navy library to give us their only copy of Navy/NCDC co-authored publication whose land data has not superseded by another publication (9/4 Navy-BW/NCDC)**

**\*Discovered hole in Daily Weather Map data and info about TIROS data; referred to proper people for checking (7-8/04 NCDC-WB;CL(DA))**

**\*Reviewed scientist's paper for suggestions on grammar, readability, references, etc. (10/04 ScSD-BS); created a Paleo Branch citation for Paleo Branch's web page to use as an 'suggested reference' and gave advice for his web page changes to make that citation technically correct and to make his web page complete (6/04 PB-DA)**

**\*DIVERSITY: Adopted style for Chinese style/English style citations where last names are capitalized (5/04 NCDC-TP); Co-ordinated, located, and reviewed diversity books/prepared final display (2-4/04 EEO); investigating accessible PDFs for NCDC scans (5/04 ScSD-ID)**

**\*Barcodes 20,275 (up from 18,540 1/1/04): NCDC library (13913); FDL/WDCA archive (5638) Titles 19816 incl. extra titles, series, web pages, etc., where barcodes inappropriate Circulation (91 users, 688 loans); Bibliography (New pdfs 103, total 325) P/O 102 p. 1" margins Web files for web pages total 145, updated 27 p.); Discards approximately 20 cubic feet FY2004 monies spent \$19,228.88; OCLC Cat/ILL/Ref.Searches 6346 units (FY units added 3/05)**